

Interim Report of the Board of Directors

G. Weston Diggs, Chairman
 Supervisor
 VA Products and Industry Standards

Introduction

The Board of Directors (BOD) submits its Interim Report for consideration by the National Conference on Weights and Measures (NCWM). The Report summarizes the items discussed and actions proposed by the BOD during its Interim Meeting in Bethesda, MD, on January 19 to 23, 2000. The Report contains items related to the management of the NCWM (items in the 101 Series). Items addressed by the National Type Evaluation Program (NTEP) Committee (formerly the 102 Series) are in a separate report (the 500 Series). Table A, which is an index of reference key items included in the report, lists the reference key number, title, and page number for each item. Items noted with a “W” have been withdrawn. An “I” denotes issues that are reported for information. Table B lists the Appendices to the report.

Agenda Items

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Details of All Items

101-1 I Strategic Planning

Chairman-Elect Lou Straub updated the Board on the status of the NCWM, Inc., Strategic Plan.

The items that are currently in progress include:

- Reorganization and rewriting of NIST Handbook 44.
- Take over the administration of the National Type Evaluation Program by October 1, 2000.

The issues under consideration include:

- Copyright of handbooks and publications that are products of the Conference's efforts.

The items completed include:

- The membership year should coincide with the fiscal year.
- NCWM should not administer OWM Metrology Funds or Training Grants.
- Policy of Business versus Technical Issues.
- Developing a brochure telling the story of weights and measures in the United States and how the National Conference on Weights and Measures fits in the process.

The Board asked Tom Geiler to prepare, by its April meeting, a distribution plan for the NCWM brochures that had been developed. The Board also decided that 10 complimentary brochures would be sent at this time to each State director.

Appendix A contains a detailed report.

101-2 W NCWM Policies

The Board has withdrawn this item for this year due to other priorities.

101-3 I Financial Report

Beth W. Palys, CAE, Executive Director of NCWM, Inc., provided the Board with a profit/loss statement. She also reported that an outside audit of the Conference's FY 98-99 finances by the independent accounting firm of Dembo, Jones, Healy, Pennington, & Ahalt, P.C. had been completed. The Board received copies of the audited financial statements.

101-4 I Status of Training Grant and Metrology Training Funds

NCWM, Inc., will no longer be administering the Training Grant from NIST or the Metrology Training Funds. Beth W. Palys, CAE, reported that in October 1999, the balance of Training Grant Funds, \$8,638, was returned to NIST. The remaining amount in the Metrology Training Fund is \$4,151.

101-5 I Associate Membership Committee Report

The Associate Membership Committee (AMC) met during the afternoon on January 20, 2000. Rich Philmon, Administration and Public Affairs Committee (A&P) Chairman, reviewed the status of the AMC scholarship awards. He said he had received 73 requests for the 50 available \$500 scholarships. There was a discussion about developing guidelines and criteria for awarding these scholarships, as well as the need to increase awareness and promote use of the scholarship program.

Tom Geiler presented the newly developed NCWM brochure for use in promoting NCWM with legislative staff. This brochure was funded in part by AMC. The AMC commented that the brochure was professional and comprehensive.

Rich Davis reported on the activities of the Board of Directors. He explained that since the incorporation of NCWM, the Board is going through a learning process regarding its roles and responsibilities. The Board will act in general oversight and guidance of the Conference, delegating detailed responsibilities to the appropriate Standing Committees.

Chris Guay reported on issues pertaining to the Laws and Regulations Committee including revisions to Handbook 133 and debate on an emergency agenda item. He also reported on the continued outreach efforts to North and South America on the use and acceptance of NCWM programs, such as recognition of National Type Evaluation Program certificates.

Frances Holland and Allan Nelson reported on the activities of the A&P Committee.

The AMC financial statement was reviewed. It was suggested that the AMC work closely with the NCWM management firm to gain a better understanding of their accounting practices. The AMC also recommended adding a separate accounting line item for AMC scholarship funds rather than retaining this money in the AMC fund balance.

101-6 I Organization, Appointments, and Assignments Status Report

The following are appointments that NCWM Chairman Wes Diggs and NTEP Committee Chairman Aves Thompson had made as of January 31, 2000:

Board of Directors:

Ron Murdock, NC, for 2 years replacing Lou Straub, who moved to the Chairman-Elect position
Steve Malone, NE, for 1 year replacing Barbara DeSalvo

Presiding Officers:

Clark Cooney, OR, 1-year term
Larry Hatfield, KY, 1-year term
Damon Slaydon, TX, 1-year term

Laws and Regulations:

Dennis Johannes, CA, 5-year term
Pat D'Errico, NJ, for 3 years replacing Ross Andersen, who started a term on the BOD

Specifications and Tolerances:

Constantine Cotsoradis, KS, 5-year term

Administration & Public Affairs:

Steve Hadder, FL, 5-year term
Bob Fuehne, Ralston Purina Co., Associate Member Representative

Nominating:

Aves Thompson, AK, Chairman
Barbara Bloch, CA
Tom Geiler, Barnstable, MA
Charles Gardner, Suffolk Co., NY
N. David Smith, NC
Sidney Colbrook, IL
Jim Truex, OH

Resolutions Committee:

Robert Alviene, Morris Co., NJ, 3-year term

Parliamentarian:

Bruce Adams, MN 1-year term

Chaplain:

Mike Hile, AR, 1-year term

Associate Membership Committee:

Allan Nelson, NW Associates, 5-year term
Vincent R. Orr, ConAgra Refrigerated Prepared Foods, 5-year term

101-7 I Membership

The total NCWM membership, as of December 20, 1999, was 3,314. The membership breakdown by category is as follows:

State Government	-	1,016 (31%)	Associate Members	-	1,269 (38%)
Local Government	-	677 (20%)	Foreign Associate	-	37 (1%)
U.S. Government	-	42 (1%)	Foreign Government	-	35 (1%)
			Retirees	-	238 (7%)

101-8 I Meetings, Annual and Interim, Future

2000 Annual Meeting

The meeting is scheduled for July 16 to 20 at the Omni Hotel in downtown Richmond, VA.

2001 Interim Meeting

The meeting is scheduled for January 14 to 18 at the Mesa Pavilion Hilton Hotel in Phoenix, AZ. Staff will contact the hotel to see if the meeting can start on Sunday rather than Monday.

2001 Annual Meeting

The meeting is scheduled for July 15 to 19 at the Grand Hyatt Hotel in Washington, DC.

2002 Interim Meeting

The meeting is scheduled for January 13 to 17 at the Bethesda, MD, Hyatt. Staff will contact the hotel to see if the meeting can start on Sunday rather than Monday.

2002 Annual Meeting

The Board has directed staff to find a site in Cincinnati, OH, for this meeting.

2003 Annual Meeting

The Board has asked staff to investigate sites in Big Sky and Kalispell, MT, for this meeting.

101-9 I Program, OWM and NIST

Gil Ugiansky, Chief of the NIST Office of Weights and Measures (OWM), provided a status report on staffing and other support that OWM and NIST provide to the Conference. He said that Tom Ahrens, who worked on the National Type Evaluation Program (NTEP), had accepted another job outside of NIST. As a result, OWM now has three unfilled vacancies. Plans to hire new staff are on hold until funding issues associated with NTEP are resolved. Dr. Ugiansky announced that a copy of his presentation to the NCWM Board in October 1999 on planned reprogramming of OWM activities as a result of the NCWM's assuming responsibility for the administration of NTEP is available on the NTEP Transition Internet Home Page (www.nist.gov/nteptransition).

101-10 I Program, International Organization of Legal Metrology

Sam Chappell, Chief of the NIST Technical Standards Activities Program, summarized recent U.S. participation in OIML standards development activities in legal metrology. A copy of his written report is included in Appendix B. Chairman Diggs announced that Dr. Chappell is retiring. Mr. Diggs thanked Dr. Chappell for participating in the Conference and contributing to legal metrology activities.

101-11 I Special Committee on Legislative Liaison Status Report

Tom Geiler, Chairman of the NCWM's Special Committee on Legislative Liaison, reported to the BOD on the Committee's activities. He said that the NCWM brochure had been completed. The brochure was designed to be distributed to U.S. and State legislators and others to inform them of the importance of weights and measures activities and the role and impact of NCWM in support of those activities. Sample copies will be distributed to State Weights and Measures Directors. The BOD asked the Legislative Liaison Committee to develop a plan for strategically distributing the brochures.

101-12 I Metrology Subcommittee Report

Ken Fraley presented a status report on the activities of the Metrology Subcommittee since the 1999 NCWM Annual Meeting. He told the Board that, during the week of the Interim Meeting, he and a group of other State metrologists were participating in training at NIST on MeasureNet., an Internet-enabled, interactive system to support training and collaborative work between NIST and the State weights and measures laboratories. Mr. Fraley said that the metrologists thought this new tool would be very useful. A copy of the Subcommittee's complete written report is contained in Appendix C.

101-13 I Mentoring Program

The Board discussed expanding the role of the Nominating Committee to include efforts aimed at leadership development. The Board will discuss this concept more fully at its next meeting.

101-14 I Service Technician Outreach

This was item 101-15 in the BOD's Report to the 84th NCWM, 1999. Past-Chairman Aves Thompson said that he had had little opportunity to work on this item. He suggested that, since the A&P Committee had a similar item on its agenda, the BOD should ask A&P to take the lead in working with the International Society of Weighing and Measurement and others on efforts intended to better serve the needs of NCWM members from the service agency sector of the weights and measures community. The Board agreed that it would be appropriate for the A&P Committee to take the lead in this area.

101-15 I Copyright of NIST Handbooks by NCWM

This item was carried over from item 101-16 in the BOD's Report to the 84th NCWM, 1999. The Board reviewed previous legal opinions presented by NIST concerning the legality of NCWM copyrighting joint publications. The Board then discussed some of the pros and cons of copyrighting the documents. Rich Kayser indicated that NIST would review the issues and communicate its positions/concerns to the Board. The Board will discuss this issue further at its April meeting. (See Issue 2 in Appendix A, NCWM, Inc., 2000 Strategic Plan, for background on this item.)

101-16 I Revision of NIST Handbook 44

This item was carried over from item 101-17 in the BOD's Report to the 84th NCWM, 1999. NCWM Chairman Wes Diggs announced in July 1999 that he had appointed a Working Group headed by Ron Murdock, NC, to recommend revisions to Handbook 44 that would modernize the Handbook and make it easier to use and understand. The Working Group had its first meeting on September 26, 1999, in Olympia, WA. During the meeting, the group developed the proposed work plan shown in Appendix D.

At the 2000 Interim Meeting, Working Group Chairman Murdock gave a status report on the group's progress. He emphasized that the Working Group plans to begin by focusing on the Handbook's organization and format rather than trying to rewrite it. Some changes the Working Group is considering are putting the User Requirements in the front of the various Codes, including some of the information in the Fundamental Considerations section in the relevant Codes, and putting the definitions back in the Codes to which they apply. A number of groups are involved in reviewing the various Codes to identify changes that would make them easier to use. Mr. Murdock stressed that the reorganization of the Handbook could be a long-term project.

101-17 I Remanufactured Devices Task Force Status Report

In the spring of 1999, then NCWM Chairman Aves Thompson appointed a Task Force on Remanufactured Devices at the request of Specifications and Tolerances (S&T) Committee Chairman Darryl Brown. Both the National Type Evaluation Program (NTEP) Board of Governors (now the NTEP Committee) and the S&T Committee have addressed various aspects of this issue in recent years. (See Board of Governors item 102-7 in the Report to the 81st NCWM, 1996, and item 310-1 in the S&T Report to the 84th NCWM, 1999, for more information.) Establishing the Task Force is the latest attempt to resolve this issue.

Members of the Task Force met in July after the NCWM Annual Meeting and again at the Interim Meeting. Their Chairman, Jim Truex, reported to the Board on the group's progress. The Task Force plans to develop, by August 2000, recommendations that can be reviewed by the regional weights and measures associations and then be voted on in July 2001. (See Item 310-1 in the S&T Committee Report for more information.)

101-18 I National Type Evaluation Technical Committee Sector Meetings

Source: NCWM, Inc., Board of Directors

Recommendation: The NCWM, Inc., Board of Directors is considering implementing a guideline which would consolidate the meetings of the National Type Evaluation Technical Committee (NTETC) Belt-Conveyor Scales, Measuring, and Weighing Sectors into a single meeting held in a central area of the country. It is planned that the Sectors would meet consecutively with a joint meeting in between. For example, the order of the meetings might be as follows: Weighing, Belt-Conveyor Scales, Joint Meeting, Measuring. The BOD believes that this would represent a cost savings to the NCWM, Inc., because the costs of scheduling individual meetings would be consolidated and, thus reduced, and the travel costs for public members who normally attend separate meetings would be reduced. Additionally, the combined meeting would eliminate the need for people on all three sectors to travel to multiple meetings and would result in more consistent and uniform decisions on issues that affect all Sectors.

The BOD is interested in input from Sector members and other NCWM members on this proposed guideline.

Background: The meeting schedules for the various NTETC Sectors have changed over the years in response to the needs of the individual Sectors. The complexity and the number of agenda items have increased as new technology has evolved, and the number of different types of devices evaluated by NTEP has grown. As a result, Sector meetings have become longer.

Several of the Sectors try to meet in conjunction with regional weights and measures associations to minimize the costs of the meeting and to reduce the travel requirements for individual Sector members. While these meetings are very successful and the Sectors have greatly appreciated the hospitality of the various organizations that have provided their hospitality, the BOD discussed whether or not there might be a more efficient and cost effective approach.

The current practice of scheduling Sector meetings in conjunction with other related meetings causes problems for some members because it means they may be away from their offices for an extended period of time. This can be particularly difficult for NTEP laboratory representatives since NTEP laboratory meetings are often scheduled in conjunction with the Sector meetings. Additionally, scheduling several meetings is more costly than scheduling a single meeting.

Another aspect of the Sectors' work that has been observed is that some areas addressed by individual Sectors tend to overlap. For example, many administrative issues and NIST Handbook 44 General Code issues apply to the evaluation of all device types. However, the Sectors have little opportunity to meet jointly to develop consistent policies for addressing these issues.

At the 2000 NCWM Interim Meeting, the BOD asked Tina Butcher of NIST to put together a sample of what the agenda would look like for a combined meeting of the Sectors.

101-19 Handbook 133 Revision Status Report

At a joint meeting of the BOD and the Laws and Regulations Committee, Ken Butcher and Tom Coleman of the NIST Office of Weights and Measures reported on the status of the revision of NIST Handbook 133, Checking the Net Contents of Packaged Goods. Mr. Butcher said that the revision of the Handbook had been halted because of a disagreement over the format of the revision. He asked for the Board's and the L&R Committee's approval to go forward with his plan to:

- Continue with the current question and answer format,
- Complete a third draft that incorporates the comments he received on the second draft,
- Put the technical changes on the agenda of the L&R Committee next year.

After discussing the pros and cons of keeping the present format or changing to a different format, the Board told Mr. Butcher to continue with his plan. The L&R Committee Chairman said that the Committee would support the Board's decision. (See the L&R Committee's Interim Report for more information on this item.)

G. W. Diggs, VA, Chairman

A. Thompson, Alaska, Chairman of the NTEP Committee

L. Straub, Maryland, Chairman-Elect

J.A. Rogers, Virginia, Treasurer

R. Andersen, New York

Board of Directors

R. Davis, Fort James Corporation

M. Hile, Arkansas

M. Pinagel, Michigan

S. Malone, Nebraska

R. Murdock, North Carolina

G. West, New Mexico

Executive Secretary: G. Ugiansky, NIST

Advisors:

J. Koenig, NIST

B. Palys, Executive Director, NCWM Headquarters

G. Vinet, Canada

Board of Directors

Appendix A

NCWM, INC. 2000 STRATEGIC PLAN

Business Plan

ISSUES

1. The National Institute of Standards & Technology Handbook 44 should be reorganized and rewritten.

NIST Handbook 44 is one of the most important products of the National Conference on Weights and Measures. The last major revision of Handbook 44 was in 1949, since then it has had many additions and revisions. Many users of the handbook believe it is outdated and needs to be reorganized and rewritten. Many of the requirements in many of the specific codes relate to mechanical devices. Most of the devices in today's world are electronic. Most users of Handbook 44 agree it is not clearly written and leaves too much to interpretation.

There is no question but the reorganization and rewriting of handbook 44 would be a major undertaking and require a long-term commitment on the part of the Conference. A committee of 10 to 15 people representing the major interest groups in the Conference should be appointed to determine the feasibility of such an undertaking.

Current status

Ron Murdock of North Carolina was appointed by NCWM Chairman, Wes Diggs in July 1999 to chair a work group of public and private sector members to make recommendations for the reorganization of Handbook 44. The work group is comprised of the following members:

Johnny Parrish	Fisher-Rosemount Petroleum
Steve Cook	California
Steve Hadder	Florida
Bill West	Ohio
Michael Keilty	Micro Motion, Inc.
Ross Andersen	New York
Tina Butcher	NIST
Gordon Johnson	Gilbarco
Gary Lameris	Hobart Corp
Dave Quinn	Fairbanks Scales
Gary West	New Mexico
Richard Wotthlie	Maryland
Robert Traettino	Liquid Controls LLC
Otto Warnlof	NIST/retired
Ron Murdock	North Carolina

Their first meeting was held September 26, 1999, in Olympia, Washington. Working Group Chairman, Ron Murdock will provide a current status report on Thursday, January 20, 2000, when Item #101-16 of the Interim Meeting Agenda for the Board of Directors is presented.

Assigned to:

Ron Murdock, North Carolina Standards Division.

Estimated completion date:

In Progress

2. The NCWM should move to copyright handbooks and other publications that are products of the Conference's efforts.

Much of the NCWM's resources in both time and money go into the development and publication of NCWM/NIST publications. It would seem prudent to be in a position to protect these documents from misuse and to ensure NCWM can receive compensation for these publications when deemed appropriate. Several private organizations reprint NCWM publications using their company or association logos on the cover. These publications are then distributed to clients and other

interested parties. In some cases, these reprinted documents are given away or sold as a membership inducement or otherwise to promote the private organization.

Another consideration is because NCWM/NIST publications are referenced in many State laws, many attorneys and at least one State's Attorney General believes it is a part of the State law and since they are not copyrighted, copies must be made available to the public upon request. In the audit of the NCWM 1997 - 98 financial records, the auditor suggested that the Conference investigate copyrighting in order to protect all items proprietary in nature and to prevent competition for the sales of these publications.

One of the major issues concerning the copyright of these publications is ownership. Mr. Ray Kammer, Director of NIST has said he would not be willing to let these publications be copyrighted until certain questions were addressed. Note: These questions may be more related to the free distribution of publications to certain non-private organizations such as depository libraries. However, based on a list provided by OWM, the OWM staff believes that all major publications are the property of both NIST and NCWM.

To further complicate the issue of ownership, handbooks have been published with OWM technical advisors' names listed on the title pages as editors. This practice may have started in the early 1980s with Carroll Brickenkamp and NIST Handbook 133. If one looks at the title page of the present publications, they will find a list of the OWM Technical Advisors as well as officials of the Department of Commerce and the statement "as adopted by the 84th National Conference on Weight and Measures." Beyond stating the fact that NCWM adopts the publications, no recognition is given to the NCWM for its part in writing and developing the publications.

If the Conference does move to copyright the publications it may be a major undertaking in terms of cost. Our attorney, Simon Stapleton has suggested that, for the purpose of this project, we obtain an attorney who specializes in copyrighting. This would be in addition to the legal fees already budgeted. NIST has been paying for the printing and mailing of the handbooks, which is a major expense. Will they continue this practice if the publications are copyrighted?

Current status

Originally Mike Rubin indicated that the publications are owned by NCWM and may be copyrighted by NCWM. Some at the NIST OWM believe the handbooks are jointly owned. Aves Thompson has asked the OWM at NIST to have some of its personnel serve on a committee with Conference officials to bring the issue of ownership to a resolution.

This item was discussed at the Board of Directors meeting on October 28, 1999, with Rich Kayser and Tom Gills of NIST. At that time Dr. Kayser indicated that NIST was not ready to move on the copyright issue. This item first appeared in the January 1998, NCWM, Inc., Strategic Plan, however, we have made little progress.

Assigned to:

Board of Directors

Estimated completion date:

Under Consideration

3. The Membership year should coincide with the Fiscal Year.

Not having the Membership and Fiscal years coincide, causes additional accounting on the part of NCWM Headquarters. Depending on when a membership payment is received, a portion of the payment has to be credited to the present FY and a portion to the next FY. Also because the dues payments are divided it is difficult to obtain a clear picture of NCWM's or the Associate Membership's financial position. This recommendation will require a change in the by-laws.

Dues paid for the membership year of July 1999 through July 2000 will be extended to cover a 15-month period and become due October 1, 2000, which will coincide with the new Fiscal Year.

Current status

At the 1999 NCWM Annual Meeting, the Conference membership voted to delete specific dates for the membership year to allow the Board of Directors more flexibility in setting the membership year in accordance with good business practices.

Assigned to:

Board of Directors

Estimated completion date:

Completed

4. The NCWM should not administer OWM Metrology Funds or Training Grants.

The results of the 1998 audit noted that, for some disbursements from the grant account, NCWM did not have adequate documentation of authorization for purchase. Items were at times purchased or contracted for by others on behalf of the NCWM, and there was no formal approval process. As a result, a formal approval process was adopted.

On the surface there may be some concern about giving up the training grants. It may appear by giving up the grant money the NCWM loses control of how the money may be used. We have developed a protocol for national surveys involving the NCWM. This protocol was developed because of the Conference's involvement with the training grants. By giving up the training grants, the NCWM is not necessarily giving up control of how the grant money is used. The NCWM has decided to not participate in national surveys unless the protocol is followed, regardless of revenue sources. If NIST wants to conduct a survey outside of the Conference, it is not bound to follow the protocol. As a practical matter, NIST does not award the grant money until it agrees with the training it is to be used for.

Current status

The Board of Directors at their June 2, 1999, meeting agreed to refund the Metrology Funds when that account is satisfied and would not accept any new Training Grants after the money obligated in the current grant has been spent. NCWM, Inc., will deduct a fee for administering overhead costs.

As of January 10, 2000, unspent training grant funds of \$8,638.00 were returned to NIST. The return of any OWM metrology funds will be resolved with the current audit, this should be completed by January 23, 2000, during the Interim Meetings.

Assigned to:

Treasurer and NCWM Headquarters

Estimated completion date:

In Progress

5. Procedures should be established to insure that voting members of the NCWM have the opportunity to vote on all of the non-technical issues before the Conference.

It is a general belief all issues presented by the technical committees of the NCWM are technical and can only be voted on by the Active Membership. It is conceivable that non-technical issues could be developed by these committees. An example of this happened at the 1998 Annual Meeting when the S&T and L&R Committees established procedures for getting issues before their respective committees. This was not a technical issue and all members should have been given the opportunity to vote.

Current status

The Board adopted the following policy at the 1999 Annual Meeting:

Policy of Business Versus Technical Issues

The initial determination as to whether an item is business or technical shall be made by the Chair of the Standing Committee. If the Standing Committee is unable to resolve the issue, the decision shall be made by the Board of Directors. The Standing Committee and the Board of Directors shall use the following guidelines in making a determination:

A. Technical issues include, but are not limited to, the following:

1. Items that will be published in Publication 14 or Handbook 44, 105 series, 130, and 133 and
2. Items that may lead to enforcement action by regulatory agencies.

B. Business issues include, but are not limited to, the following:

1. Items concerning training and
2. Items relating to how the Corporation is managed including, but not limited to, changes to the Bylaws and other documents governing the operation of the Corporation.

The policy will be included in the Corporation's Policies and Procedures Manual.

Assigned to:

Board of Directors

Estimated completion date:

Completed

6. Develop a brochure telling the story of weights and measures in the United States and how the National Conference on Weights and Measures fits in the process.

The NCWM Legislative Liaison Committee meets with United States Senators and Congressmen to explain and promote the NCWM. These meetings are usually limited to 15 - 20 minutes. It is important to have a brochure or other suitable material that can be left with these individuals giving more detail about the NCWM than can be discussed in a 15-minute meeting. These brochures would be designed so they would be suitable for distributing to legislators or legislative aids at all levels of government.

Current status

At the NCWM 1999 Annual Meeting, the Board of Directors authorized an expenditure of \$5,000 from Conference reserve funds to complete the brochure project in cooperation with the Associate Membership Committee. Elizabeth Jackson, Marketing Communications, Owings Mills, Maryland, completed the brochure in December 1999. The brochures have been forwarded to the NCWM Headquarters.

Assigned to:

Tom Geiler

Estimated completion date:

Completed

7. Take over the administration of the National Type Evaluation Program by October 1, 2000.

At the 1999 NCWM Annual Meeting, the Board of Directors took comments from industry and weights and measures officials on three proposed options for administering the National Type Evaluation Program. (Background information on the three options can be found in 1999 NCWM Publication 16.) After hearing comments at two open hearings and meeting with NIST management officials, the Board of Directors unanimously selected option #1. This option removes NIST from the role of issuing NTEP certificates and results in the NCWM assuming responsibility for the administration of NTEP.

Current status

NCWM Chairman, Wes Diggs, proposed the following timetable to address the NTEP transition at the Board of Directors meeting on October 29, 1999.

September 2, 1999 -	Meet with Gil Uganisky and notify him that the NCWM plans to assume the total administrative part of NTEP by October 1, 2000.
September 10, 1999	Notify Gil Uganisky in writing of the October 1, 2000 date.
September 10-24, 1999	Gil Uganisky's window of opportunity to respond.
September 30, 1999	Send out renewal invoices for NTEP Certificates of Conformance (CCs).
December 30, 1999	Send out new NCWM CCs to those who have paid their maintenance fee.
January 1, 2000	Start preparing RFP (30 days)
February 1, 2000	Send out RFP (60 days)
April 1, 2000	Screen RFP (15 days)
April 15, 2000	Conduct interviews (15 days)
May 1, 2000	Selection/Acceptance (30 days)
June 1, 2000	New Manager is on board
June 1-Sept 30, 2000	Transition (120 days)

October 1, 2000 NCWM takes over all administrative activities of NTEP.

Assigned to:

Board of Directors

Estimated completion date:

In Progress

NCWM, Inc.
2000 Strategic Plan
As of October 22, 1999

		Start Date	Completed Date	Status
1	The National Institute of Standards & Technology Handbook-44 should be reorganized.	7-1999		In progress
2	The NCWM should move to copyright handbooks and other publications that are products of the Conference's efforts.	1-1998		Under consideration
3	Membership year should coincide with the fiscal year.	1-1999	7-1999	Completed
4	The NCWM should not administer OWM metrology funds or training grants.	6-1999		In progress
5	Procedures should be established to assure that voting members of NCWM should have the opportunity to vote on all nontechnical issues brought before the Conference.	6-1999	7-1999	Completed
6	Develop a brochure telling the story of weights and measures in the United States and how the National Conference on Weights and Measures fits in the process.	7-1998	12-1999	Completed
7	Take over the administration of the National Type Evaluation Program by October 1, 2000.	7-1999		In progress
8	Determine continued level of participation in international standards development organizations. (OIML, APLMF, APEC)	4-15-97		Ongoing
9	Determine continued level of participation and liaison with other standards writing organizations e.g. ASTM, API, NCSL	4-15-97		Ongoing
10	Provide ongoing liaison to related associations; e.g., SMA, NISA, GPMA, FMI, ISWM, APL, NCSL	4-15-97		Ongoing
11	Establish procedures for prioritizing resource allocations and operations for providing technical support and guidance for the NCWM Standing Committees and Work Groups by the 1999 meeting.	4-15-97		In progress

Appendix B

Report on the International Organization of Legal Metrology (OIML) By Samuel E. Chappell, Chief Technical Standards Activities Program Office of Standards Services, NIST

34th Meeting of the International Committee of Legal Metrology (CIML)

Representatives of 48 of the 56 member nations participated in the CIML meeting from October 6 to 8 in Tunis, Tunisia. Representatives of Corresponding Member States and Regional Legal Metrology Organizations participated for the first time as a result of recent decisions by CIML.

Reports on the following items were presented:

- Technical Activities
 - CIML approved the following four draft Recommendations:
 - PR-1 “Metrological regulation of load cells” (revision of OIML R60)
 - PR-2 “Multi-dimensional measuring instruments” (a test report format is being developed)
 - PR-3 “Water meters for cold potable water - including both mechanical and electronic meters” (revision of OIML R49)
 - PR-4 “Force measuring system of uniaxial material testing machines” (revision of OIML R65)
 - The United States, Secretariat for the Technical Committees responsible for developing PR-1 and PR-4, contributed significantly to the Committees that developed the other two projects.
 - I reported on the status of the projects in the various OIML Technical Committees and emphasized the importance of keeping the work current. Consequently, the Secretariats of the various Technical Committees will be requested to include in their Annual Reports plans for reaffirming or revising any projects that are older than 5 years.
 - I reported on an International Working Group (IWG) meeting of OIML TC3 “Metrological Control,” which was held in Paris, France, from June 1 to 3, 1999. Forty people attended the meeting representing 19 OIML member nations that collaborate in the work of OIML TC3, one corresponding OIML member state, the OIML Development Council, and two liaison organizations including BIML. The purpose of the meeting was to review the work program of TC3 and establish a new subcommittee TC3/SC5 “Conformity Assessment” that would be responsible for the Document on the “OIML Certificate System for Measuring Instruments” and the draft Document on the “Mutual Acceptance Agreement”(MAA). The Working Group agreed at the meeting to establish TC3/5 with the Secretariat being shared by the United States and BIML. During the meeting, the fourth draft Document of the MAA was reviewed in detail clause by clause, and many changes were agreed upon. A new draft is being prepared. The Working Group decided that supplementary documents to facilitate implementing an agreement should be developed. These documents would interpret some of the applicable ISO/IEC Guides that address the requirements of assessing laboratories that conduct testing and issue test reports and of assessing authorities issuing certificates of conformance as well as the requirements for bodies carrying out such assessments. CIML approved the establishment of OIML TC3/SC5.
 - I also reported on a meeting of a Task Group of OIML TC3/SC5 with representatives from France, Germany, and the United States to develop a guidance document on the expression of “measurement uncertainty” in legal metrology applications. The title of the draft document will be “Decision Criteria for Conformance of Measuring Instruments” in legal metrology applications.
 - I reported on a meeting of a Task Group for TC6 “Prepackaged Products” with representatives from Germany and the United States to discuss the revision by the United States, as Secretariat, of OIML R87 “Net Content in

Packages.” The revision would include a proposal to establish within OIML an International Quantity (IQ) Mark System similar to the existing e-mark for prepackaged products.

- Mr. Magana, CIML member from France, reported on a CIML Seminar on “software” to be held in Paris from September 30 to October 1, 1999. The CIML approved the establishment of a new technical subcommittee, TC6/SC2 “Software” within TC5 “Electronic Measuring Instruments.”

- OIML Certificate System

M. Kochsiek provided a report on the Certificate System including the new Recommendations to be added to the System and numbers of Certificates issued for the various categories of instruments that are now a part of the System. The BIML prepares a notice in the Quarterly OIML Bulletin of the Certificates issued. It also reports annually to CIML on the status of the System to identify in member nations the issuing authorities with testing laboratories that provide Certificates and test reports for pattern approval of instruments covered by Recommendations currently within the System.

- Developing Countries

- A meeting of the Development Council took place before the CIML meeting. Mrs. Annabi, CIML member from Tunisia, Chair of the Development Council, presented a draft plan of action to CIML members for comment. The Chair and Vice Chair with support from staff of BIML will prepare an amended draft. Final approval of the plan by CIML will be carried out by correspondence.

- Liaisons with international and regional organizations

1- The President, various CIML members, and the Director of BIML reported on information concerning liaisons with various international and regional bodies including the Mètre Convention (the Joint Working Group), the International Laboratory Accreditation Cooperation (ILAC), the Joint Committee for Guides in Metrology (JCGM), the International Standardization Organization (ISO), the International Electrotechnical Commission (IEC), the International Accreditation Forum (IAF), the World Trade Organization (WTO), the Western European Legal Metrology Cooperation (WELMEC), the Inter-American Metrology System (SIM), the Asia-Pacific Legal Metrology Forum (APLMF), and others. In particular, the requests for priority of work projects from APLMF were noted.

- All regional legal metrology organizations were invited to send representatives to participate in this CIML meeting in an effort to better coordinate the work among them and to make them aware of the latest developments within OIML. Note: S. Bennett, CIML member from the United Kingdom, called an informal meeting of all regional organizations represented. I attended as a representative of SIM.

- Vivian Liu, Economic Officer of the WTO, gave a presentation on the Technical Barriers to Trade (TBT) Committee of the WTO, which reviews the development and application of international standards, multilateral recognition agreements, and accreditation and certification requirements and assesses their influence on world trade. OIML is an observing participant in the TBT Committee.

- OIML Long-term policy

G. J. Faber presented a draft OIML long-range policy prepared by the Presidential Council. This policy is based on the report on long-term policy prepared by past CIML President Knut Birkeland and the results of the symposium on the “Role of Metrology in Economic and Social Development” at PTB in Germany in June 1998, which was sponsored by PTB, OIML, BIPM, and IMECO. The policy covered four major areas: (1) make recommendations for improving and accelerating the technical activity of the Technical Committees and Subcommittees and increasing the participation of the OIML members, (2) develop procedures for mutual recognition and equivalence agreements, (3) demonstrate the importance of legal metrology and identify the basis of legal metrology and its specific place among other aspects of metrology and related activities, and (4) facilitate and improve the work of CIML members. Several specific documents to facilitate the implementation of this policy are being developed. (The complete report is available upon request.)

- Report on BIML Activities.

B. Athané provided a written report on BIML activities since the last CIML meeting. It was requested that this report be printed in the next OIML Bulletin in the proper format.

- CIML Presidency

The 6-year term of President Faber and my term as Vice President will end in 2000. Mr. Faber announced that he would be a candidate for another term, and I announced that I would not. CIML will vote to fill both positions at its next meeting in October 2000.

- BIML Director

It was reported at meetings of the Presidential Council and CIML that B. Athané would like to have his contract as Director of BIML extended by 2 years beyond its 5-year period, which ends in 2000. It was agreed not to request an extension of Athané's contract at this CIML meeting but to discuss this matter further at the Presidential Council meeting in February 2000. During that meeting, the effect of the extension of the contract of the BIML Director on other matters related to the operation of BIML will be discussed.

- Next Meeting

The 35th meeting of CIML will be held in conjunction with the 11th Conference of Legal Metrology in London on October 9 to 13, 2000.

Presidential Council Meeting

A meeting of the CIML Presidential Council is scheduled to take place in Paris, France, at BIML on February 21 and 22, 2000. The main topic on the agenda will be preparations for the 35th CIML meeting and the 11th International Conference of Legal Metrology to be held in London in October 2000.

Activities of OIML Secretariats

This part of the report provides: (1) an identification of work, either Recommendations (Rs) or Documents (Ds), being developed in Technical Committees (TCs) and Technical Subcommittees (SCs) of specific interest to the NCWM and (2) a schedule of activities of Secretariats, the U.S. National Working Groups (NWGs), and the International Working Groups (IWGs) of committees and subcommittees that have recently taken place or are planned for the near future. For more details of these activities, see the OIML Activities Report prepared by Deborah Ripley in the Interim Report of the NCWM Specifications and Tolerances Committee.

- TC1 Terminology (Poland)

BIML distributed a draft revision of the "Vocabulary of Legal Metrology" (1978 Edition) to CIML for comment and vote by March 2000.

- TC3 "Metrological Control" (U.S.A.)

An IWG meeting was held in Paris, France, in June. Reports were provided on all Subcommittees. A new TC3/SC5 "Conformity Assessment" was established with the United States and BIML as co-Secretariats. The responsibilities of the new subcommittee will include the draft Document on "Mutual Acceptance Agreement on OIML Pattern Evaluations" and the Document on the "OIML Certificate System for Measuring Instruments."

-TC3/SC1 Initial and Subsequent Verification (U.S.A.)

BIML distributed a draft OIML Document on "Initial Verification Utilizing the Manufacturer's Quality System" for comment and vote by March 2000.

-TC3/SC5 Conformity Assessment (U.S.A. and BIML)

The Secretariat distributed the 5th CD OIML Document “Mutual Acceptance Agreement on OIML Pattern Evaluations” to participating members for comment and vote.

- TC6 Prepackaged Products (U.S.A.)

The Secretariat prepared a draft revision of OIML TC87 “Net Content in Packages” that will be discussed at an IWG meeting in Paris in February 2000.

- TC7 Instruments for Measuring Length and Associated Quantities (United Kingdom)

- TC7/SC5 Multi-dimensional Measuring Instruments (Australia)

The CIML approved the draft Recommendation on “Multi-dimensional Measuring Instruments.” BIML distributed a draft of the test report format for that recommendation to CIML members for comment and vote by March 2000.

- TC8 Instruments for Measuring Quantities of Fluids (Switzerland)

-TC8/SC3 “Measuring instruments for liquids other than water”(Germany)

An IWG meeting is scheduled for Paris in February 2000. The Group will discuss a draft revision of OIML R117 “Measuring instruments for liquids other than water.” They will also discuss a draft revision of R118 “Test procedures and test report form for pattern evaluation of fuel dispensers for motor vehicles” as well as test procedures and test report forms for other related measuring instruments.

-TC8/SC4 Dynamic Mass Measurements (Liquids other than Water) (U.S.A)

The Secretariat is considering developing a draft revision of OIML R105 “Mass flow measuring instruments for quantities of liquids.” This will be discussed at an IWG meeting in Paris in February 2000, along with the relationship of this work to work being done by TC8/SC3.

- TC8/SC5 “Water Meters” (United Kingdom)

CIML approved a draft revision of R49 for “mechanical and electronic” water meters. A meeting was held at NIST in November 1999 to begin developing a test procedure and a test report format. A subsequent meeting was scheduled to be held in Paris in February 2000 to continue this work.

- TC8/SC7 “Gas Metering” (Belgium and France)

The United States plans to participate in an IWG meeting in Paris, France, in March 2000 to discuss a 2nd CD draft OIML R “Measurement of Quantities of Gas Distributed by Pipeline” (to include natural gas and compressed natural gas).

- TC9 Instruments for Measuring Mass and Density (U.S.A.)

CIML approved the draft revision of R60 “Load Cells.” The Secretariat, on behalf of the participating members of OIML TC9, prepared an interpretation of the requirements that manufacturers must meet if they have an OIML Certificate of Conformance (COC) for a model that meets the requirements of OIML R60 (1991) and would like to get an R60 (2000) COC for that same model.

- TC9/SC2 Automatic Weighing Instruments (United Kingdom)

The Secretariat is considering revising of the following OIML Recommendations: R50 “Continuous totalizing automatic weighing instruments (belt weighers)”; R51 “Automatic catch weighing instruments”; R61 “Automatic gravimetric filling machines”; R106 “Automatic rail-weighbridges”; and R107 “Discontinuous totalizing automatic

weighing instruments (hoppers).”

- TC9/SC3 Weights (U.S.A.)

The Secretariat is preparing a 2nd CD revision of OIML R111 "Weight Classes E, F, and M" to include test procedures and a test report form based on comments received on the 1st CD revision. The Secretariat expects to distribute the 2nd CD revision for comment and vote in early 2000.

Fifth Asia Pacific Legal Metrology Forum (APLMF)

The following working groups held meetings before the Forum:

- Mutual Recognition Arrangements

I reported on an International Organization of Legal Metrology (OIML) effort to establish a “Mutual Acceptance Agreement on OIML Pattern Evaluations.” A meeting of OIML TC3 “Metrological Control” was held in Paris from June 1 to 3, 1999. The work on the mutual agreement was established as a project within a new Technical Subcommittee 5 on “Conformity Assessment.” I also gave the status of the development of a 5th draft of the Mutual Agreement and associated Documents.

John Birch reported on an effort to establish an APLMF Mutual Acceptance Arrangement for pattern, or type, approval test reports.

- Training

Kerry Marston of Australia, Regional Training Coordinator, reported on the following: (a) the development of a training course on the verification and reverification of weighing instruments, (b) a train-the-trainer course on “Verification” and “In-service Inspection of Non-automatic Weighing Instruments” held in Bandung, Indonesia, from August 24 through September 3, 1999, (c) the consideration of a training course to be held in the fall of 2000 on pattern approval and verification of fuel dispensers for motor vehicles and liquid petroleum gas dispensers, and (d) the development of a “Regional Directory of Training” and a “Regional Network of Training Providers.”

- Utility Meters

John Birch reported on the results of a survey on “Heat Meters” and the “Refurbishment/reconditioning of Utility Meters.”

- Goods Packed by Measure

John Barker of New Zealand, Chair, led a discussion on “mutual recognition of net content in package labeling” and reported on the progress of the Western European Cooperation in Legal Metrology (WELMEC) Working Group (WG) 6 on the e-mark of packaged products.

- Rice Moisture Measurement

Kerry Marston of Australia, Regional Training Coordinator, led a discussion of a questionnaire survey on the problem of rice moisture measurement including a report of a survey of manufacturers of rice moisture measuring equipment and reported on the effort to identify an expert to conduct a survey of “rice moisture measurements” in several Asian economies.

Country Reports by Member Economies

The following member economies presented reports: Australia, Canada, Republic of Korea, Lao People’s Democratic Republic, Mongolia, Chinese Taipei, and the United States (NCWM).

Reports of Specialist Bodies of the Asia-Pacific Economic Cooperation (APEC)

Reports were provided on the following bodies within the region: APLAC, APLMF, APMP, PAC, PASC, APEC Standards and Conformance Subcommittee.

OIML Issues

It was decided to request that OIML give priority to the following projects in its work plans: (a) the development of an OIML Recommendation on “electricity meters” with a test procedure and format of a test report so that it could be included in the OIML Certificate System and (b) the development of a “statistical sampling plans” for application to the reverification of utility meters.

APLMF Work Program for 1999 - 2000

John Birch prepared and presented a detailed APLMF work program for the next year. A copy is available.

President of APLMF for 2000 -2001

It was requested that member economies identify someone to consider accepting the position as President (formerly Convenor) of APLMF. Because no candidates were put forth, John Birch was asked to accept the position. He has been the Convenor for 5 years but agreed to accept the position as President temporarily until someone from another member economy accepts the position.

Next Meeting

Chinese Taipei agreed to host the next meeting in 2000 at a date to be decided.

Appendix C

2000 Interim Report of the Metrology Subcommittee

Subcommittee Membership:

Ronald Balaze, MI (MidMAP), Chair
 Ken Fraley, OK (SWAP), Vice Chair
 L.F. Eason, NC, (SEMAP)

Joe Rothleder, CA (WRAP)
 Jose Torres, PR (CaMAP)
 Dan Newcombe, ME (NEMAP)

This is an update and status report on the activities of the NCWM Metrology Subcommittee since the 1999 Annual Meeting in Burlington, Vermont.

Meeting with NIST Management:

A meeting with management from various NIST programs was held on November 29 and 30, 1999. Representing the metrology subcommittee were Ron Balaze (MI), Ken Fraley (OK), and L.F. Eason (NC). Meetings were held with the following NIST managers:

- Rich Kayser, Technology Services (TS) Acting Director, Tom Gills, Chief of Office of Measurement Services, and Gil Ugiansky, Chief of Office of Weights and Measures
 A preliminary analysis of the 1999 Metrology Workload survey was presented. Items included the impact of the State Laboratory Program and profiling the State customer base, leveraging of NIST calibration services, improving the involvement, and participation of individual State labs and their analysis of the round robins in which they participate. The importance of having NVLAP accreditation available to the States and the appreciation for NIST funding was stressed. Funding for activities such as the Key Comparisons being jointly coordinated between the Office of Weights and Measures and the Mass group was also encouraged as being critical.
- Doug Faison and Steve Doty of NVLAP, (TS) Calibration Laboratory Program
 As of this meeting, NVLAP had six State applications but none had been processed. Due to new regulations, NVLAP was overburdened during the past year with an unexpected number of applications from environmental laboratories. This slowed the processing of the applications for the State metrology labs. Another factor in the delay has been the limited number of mass calibration technical experts available for onsite audits. Several possible candidates were identified and referred to NVLAP for consideration. Lead auditors have now been assigned to the current applicants. Mr. Faison assured us that the audits will be conducted in a timely manner.
- Ray Hoffmann, Rick Schneeman, and Rob Densock all with the Manufacturing Engineering Laboratory (MEL) representing the MeasureNet project.
 Training, technical support, hardware and software components, communication protocols, and system capabilities were discussed. During this meeting, it became clear that it is critical for all MeasureNet participants to have computer support staff at the training in January to ensure successful deployment and installation of the systems once they are shipped to the States.
- Clayton Teague, Chief Automated Production Technology Division (APTD, in MEL) and Zeina Jabbour from the Mass Group (MEL, APTD)
 Updates from the Mass Group included the new clean room laboratory, rewriting of the mass code, national key intercomparisons, and possible new ways to interface instrumentation for data acquisition. A problem with artifacts that had been selected for use in the Key Comparisons was discussed. All of the mass standards planned for use in Phase II have been in round robin circulation for some time, but they are unacceptable for the Key Comparison project due to unacceptable magnetism.
- Carroll Croarkin of the Statistics group (Information Technology Laboratory, ITL)
 Carroll provided further information regarding the new mass code and user interface and demonstrated the electronic "Statistics Handbook" which is accessible on the Internet. This new handbook contains information that is critical to State laboratories working with the NIST Mass Code that need to evaluate within and between-time standard deviations.

Having an electronic version available on-line will allow immediate access to the information directly rather than having to make specific requests.

- Georgia Harris of the (TS) Office of Weights and Measures, Program Manager of the State Laboratory Program
The tentative agenda for training at the 2000 regional measurement assurance program (RMAP) seminars was discussed. Potential topics include a workshop covering the changes in ISO Guide 25 as revised to ISO Standard 17025, NCSL Recommended Practice on conducting round robins along with the essential laboratory analysis after round robin participation, and updated Standard Operating Procedures on volume transfer calibrations.

ISO 17025 Project

ISO DIS 17025 is a Draft International Standard that will replace ISO Guide 25 as soon as voting is completed early next year. Both NVLAP and A2LA have indicated a 2-year phase-in period for requiring compliance with the new standard. Both accreditation agencies plan to offer ISO 17025 accreditation by mid year 2000. Therefore, it is to the State Laboratory Program's benefit to prepare for the standard now. Preparation requires comparing ISO 17025 with NIST Handbook 143, Quality Manual Template, and current quality manuals. A training meeting for ISO 17025 was held at NIST in December 1999, following the NCWM Metrology Subcommittee meeting with NIST management. Training was presented to a group of metrologists who volunteered to work on the ISO 17025. Daren Valentine, a representative of A2LA, provided this training. Following the training, the working group provided input for a database, which will be used to provide training at all regional metrology meetings during 2000 and to update current documentation to ensure compliance with ISO 17025.

Weight Cart Project

After the 1999 NCWM annual meeting, NIST circulated the draft of NIST Handbook 105-XX to all labs and directors who had previously submitted comments. All comments from the first circulation, results of the 1999 survey that included weight cart information, and laboratory testing information were included in this circulation. As of the writing of this report, there have been no further comments received and no volunteers to be a part of a working group. Currently several States are collecting essential follow-up data concerning calibration history and existing cart designs that affect stability. NIST will use this data with assistance from a working group to develop the tolerances and specifications for the next draft version of the handbook.

NIST Handbook 130 – Reciprocal Acceptance of Accredited Lab Reports

Bruce Adams, MN, and Rick Calkins, Rice Lake, are working on this project to propose recommended changes to the model law and to the voluntary registration portions to handle traceability and accreditation concerns. No progress has been reported to date.

NVLAP Accreditation – Status within the State Laboratory Program

Two State laboratories are currently accredited by NVLAP: Minnesota and Virginia. At the time of the meeting with NIST, six laboratories had submitted applications to NVLAP and were having their quality manuals reviewed or were awaiting the onsite audit. These included Arizona, Indiana, Maine, Michigan, Ohio, and Oklahoma. Three States (Illinois, New York, and Washington) have applied since the November meeting.

MeasureNet

Equipment has been purchased and training has been scheduled (January 18-20, 2000) for the initial 11 participants in the MeasureNet program. This program will provide computers with WEB video cameras and sound systems that will connect over the Internet with a server at NIST to provide real time video conferencing between participants. This will allow "virtual" participation in training, seminars, and one-on-one help with computer applications between all participants. The initial roll-out of this system is being provided to the 11 pivot laboratories involved in the National Mass Intercomparison. If additional funding becomes available, this system could be expanded to all SLP participants that express interest. As mentioned earlier, it is very important that computer support personnel from each participating jurisdiction are included in the January training to be able to adjust and support the Internet connections that will be required.

Budget Proposal for 2000 NIST Management Meeting

Appendix 1

NATIONAL CONFERENCE ON WEIGHTS AND MEASURES

Proposed Funding for Special Needs During Next year's (2000) Budget
Metrology Subcommittee – Submitted by Ron Balaze

Amendment Title: Funding for Annual NCWM and NIST Management Meeting

Committee Priority: One

Description:

Fund travel expenses for an annual NCWM metrology subcommittee and NIST management meeting for the Chair, Vice Chair and past Chair of the Metrology Subcommittee. Three members of the subcommittee assure the continuity of the meeting from year to year. The NCWM representatives would meet with representatives from NIST Technology Services (OWM and the Calibration Program), Manufacturing Engineering (mass, force, and dimensional), and Chemical Sciences Technology (fluid flow, volume, and temperature).

Rationale:

On November 28th and 29th, 1999, Ron Balaze, Ken Fraley, and L.F. Eason met with NIST management as described in this report.

Continuation of this meeting as an annual event will reinforce and expand the dialog that was initiated during the past few meetings. It will serve to review the needs of the State Laboratory Program and the National Conference on Weights and Measures in support of accurate measurement standards. It will help to ensure that the States have the technical support, measurement standards, and services needed to enforce legal requirements and meet the needs of indigenous agencies and industry. It will also serve to communicate the scope and effects of State weights and measures programs and metrology laboratories to the relevant groups at NIST. It is critical that communication be maintained and enhanced because our work (regulatory and industrial) depends on traceability to NIST.

Resource Narrative:

Maximum of \$1,500 per person each year for travel and per diem for three representatives to attend a 2- to 3-day meeting.
Maximum total expense of \$4,500.00

Proposed Source of Funding: General revenues.

Appendix D

Handbook 44 Working Group Proposed Work Plan

September 26, 1999

- 1) Focus on organization and format first.
- 2) Include a General Code for the following three main areas:
 - a) weighing devices
 - b) measuring devices
 - c) other devicesThese three areas will be followed by specific device codes for that area.
- 3) Within each “General Code” section, we will group Section 1.1 criteria and common/general device criteria within broad categories such as “Specifications,” “User Requirements,” etc.
- 4) The order of the sections within both specific and general codes (e.g., “Specifications,” “Notes,” etc.) needs to be revised and each code section uniformly formatted.
(Note: Consider formats used by other organizations such as the International Organization of Legal Metrology [OIML], the National Fire Protection Association [NFPA], Measurement Canada, etc.)
- 5) The “Fundamental Considerations” section should be moved to the front.
- 6) Move the definitions to specific codes.
(Note: Each definition will need to be reviewed and identified as a “general” definition applicable to all weighing and measuring devices or a “specific” device definition specific to individual device types.)
- 7) Move toward application-driven requirements.
- 8) Decide how to incorporate/relate Handbook 44 (H-44) to other criteria such as type evaluation and field testing procedures.
For example, maintain the current content of H-44 as a regulatory document with separate Examination Procedures Outlines (EPO’s) and type evaluation criteria, or incorporate EPO’s and type evaluation criteria into H-44.
- 9) If points 1-8 are acceptable, create a work plan for further developing each area. Smaller work groups will be used to develop various areas.